Rail passes cannot be purchased in Japan so some advance planning is necessary. There are many fast trains that service all major points in the country. Be sure to reserve seats well ahead of time. Reservations can be made through travel agents or the Japan Travel Bureau. Your hotel front desk will help you. For the adventuresome, the subway system is not too difficult to use and English maps are available from your hotel. The routes are colour coded to conform with the colour of each line and station names are written in English at each stop.

Planes — For longer trips within Japan, you may want to take advantage of the frequent, top-flight air services. Again, reserve ahead through a travel agent or the Japan Travel Bureau. Domestic flights use Haneda Airport in Tokyo located relatively close to the downtown area and accessible by monorail, taxi or airport bus.

Postal, Telegraph, Telephone and Telex Facilities

Many firms in Japan use post office box numbers because this is the best way of ensuring delivery. Japanese addresses in romanized letters should be typed and not handwritten to avoid delay. Whenever possible a letter should be addressed to a particular individual in the Japanese company.

Once business relations have been established with a Japanese firm, telex and facsimile are efficient means of communication. The facsimile has overtaken the telex in Japan as the most efficient means of internal communication and is expected to do so internationally in the near future. Including your facsimile number on your business cards (meishi) is recommended.

Most major hotels provide telex and international telegraphic facilities for business visitors.

The internal telephone system is automatic. Local calls can be made from red public booths or telephones in shops at 10 (Y) for a call of three minutes. Long distance calls within Japan can also be made from yellow public telephones. The minimum cost is 10 (Y) for a few seconds, but one can talk longer by depositing coins each time a signal sounds.